

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140112-8
 REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE						DDS/OTR/EA - 9	
1. TITLE OF REPORT (if a fill-in report include Form No.) Office Estimates						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		2 PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		1 FINANCE			
4. NO. OF COPIES PREPARED 9		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually				6. DISTRIBUTION (No. of components not number of copies) 5	
7. FORMAT (memorandum, form computer print-out, etc) Form, Comp. Print-out		8. ADP PROCESSING YES IF YES GIVE ADP PROCESSING NO. NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from Director, PPB	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/BF				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-13	9.10		80		728.00		1 728.00
GS-12	8.00		80		640.00		1 640.00
GS-05	3.60		25		90.00		1 90.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$1,458.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. These data are used by PPB as the basis for the OTR portion of the Agency Budget which is submitted to the Office of Management and Budget and the Congress.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS	
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS 0 DOLLARS 0	
16. DATE OF INVENTORY 7 October 1970						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION STAT	
18. EXTENSION						STAT	

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CLASSIFICATION